



FINTON HOUSE SCHOOL

ADMISSIONS POLICY

Member(s) of staff responsible: Kate Hebblethwaite (Registrar)

Date Revised: March 2023

A copy of this policy is available to all governors and parents via the school website or a hardcopy on request from the School Office. It is accessible to all staff electronically (in the Policy folder on the Staff Admin Drive) and a hardcopy held on file in the Head's Office. This policy applies to all at the school including those in Reception (the EYFS).

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1. General

Finton House is a non-selective, co-educational independent day school for pupils from ages 4 to 11. The School has 340 pupils.

Deciding on the right school for your child is very important, and we believe that a personal visit is invaluable. We very much hope that you and your child will visit Finton House. We usually hold a number of open events throughout the academic year with a larger Open Morning held on a Saturday in the Autumn term, which give a general introduction to the School. Details are published on our website.

We are also very happy to welcome prospective parents and their children at other times for a private tour. Please contact the School's Registrar, Kate Hebblethwaite on 020 8682 5757 kate.hebblethwaite@fintonhouse.org.uk to arrange a visit. If it is not possible to hold open events or arrange school visits because of circumstances beyond the School's control, then the School publishes on its website the alternative arrangements in place.

2. The Entry Procedure

Finton House is a non-selective school at four years of age/Reception, where we admit 60 pupils a year and is our main entry point to the School. We allocate places on a first come, first served basis, except for where priority is given to a sibling of a current pupil or child of an old Fintonian in accordance with the policy.

Applicants for admission to Reception should register after their child is born, and pay a non-refundable registration fee. The School's Registration Form is available on the School's website and from the Registrar.

3. Equal Treatment

Finton House's aim is to encourage applications from candidates with as diverse a range of backgrounds as possible. This enriches our community and is vital in preparing our pupils for today's world. Generous bursaries are offered in Year 3 and Year 4 in order to make it possible for as many as possible who meet the School's admission criteria to attend the School.

Finton House is committed to equal treatment for all, regardless of a candidate's sex, ethnicity, religion, disability, gender reassignment, sexual orientation or social background.

4. The Admission Process for Reception

Finton House welcomes all pupils and the School has strong traditions in being an inclusive school and embraces the Finton House Goals: Kindness, Curiosity, Resilience, Communication, Morality and Self-belief. There are many extra-curricular activities, all of which are important in developing a well-balanced, confident individual.

Once applicants are registered, candidates are placed on an Entrance list or a Reserve list in a first come, first served basis order, except for where priority is given to a sibling of a current pupil or child of an old Fintonian in accordance with the policy. The list is divided between two birth dates: 01 September and 28 February, and 01 March and 31 August. Once places on the Entrance List are filled, subsequent applicants are placed on a Reserve List.

Eighteen months ahead of the expected date of admission to Reception, the Registrar will offer places to parents on the Entrance List. Subsequent places will then be offered to applicants on the Reserve list. To accept a place, applicants must complete and sign a Parent Contract (Acceptance Form and Terms & Conditions) via DocuSign, and pay a deposit. If a place is cancelled by the parent after acceptance, the deposit will be non-refundable. Cases of serious illness or genuine hardship may receive special consideration on written request.

If the offer of a place and its acceptance are both made entirely at distance by means of electronic communication without either Parent meeting face to face with a member of the School staff during the contractual process, Parents may cancel this agreement at any time within 14 days of the date of the form of acceptance. In such circumstances the deposit, if paid, will be refunded together with any Fees paid pro-rated if the School has provided any educational services under this agreement.

5. Occasional Vacancies

The School may have occasional places in other year groups which are based on a selection process. There is a registration fee of £100 for these places and a Registration form will need to be completed and a school report submitted. The candidate will then be placed on a waiting list. The School will try and accommodate siblings, where possible, as long as places are available.

The selection process is based on observing informal play for younger candidates or/and an informal assessment for older candidates, a recent nursery/school report, references and other relevant information from the candidate's previous school. This process is designed to identify pupils who have the right skills and attitude to enable a smooth transition into the School, and into the existing year group. Please contact the Registrar for further details and availability of places.

6. Sibling Policy

Siblings and Old Fintonians will have assured places on the Entrance list, as long as places are available. It is up to parents to ensure that younger siblings are registered in good time. The School may not be able to accommodate siblings who are registered less than two years prior to entry. However, admission is not automatic and there may be occasions where the School judges that a sibling is likely to thrive better in a different academic setting.

7. Special Educational Needs and Disability (SEND)

The School welcomes pupils with disabilities and/or special educational needs, provided we can offer any support that is required and cater for any additional needs and that our site can accommodate. Our policy is to apply our admission criteria to all potential prospective pupils. We require parents of children with special educational needs or physical or mental disabilities to discuss their child's needs with the Registrar and SENCo on registration. Parents should provide a copy of any educational psychologist's or medical reports and meet with the SENCo. This is so the School can assess the child's needs and consult with parents about the adjustments which can reasonably be made to ensure the child can access the education, if a place is offered.

On acceptance of a place, the School will need to ensure that the child's needs are met, using the following criteria:

- Whether the child will be able to access the mainstream curriculum and inclusive environment at the school.
- Whether the school has the skills, knowledge, facilities and resources to meet the child's needs.
- Whether any adjustments are required to accommodate the child in the school, and if so whether these are reasonable for the school to put in place.
- Whether the child's attendance would be incompatible with the efficient education of others and detrimentally affect their good progress.

Once a place has been offered and there is evidence that the School is not able to provide a suitable setting for the child, then a meeting will be held with parents to explain the situation and to make clear the reasons why the offer of a place is being withdrawn. This decision will be reached through ongoing dialogue between parents, School and any relevant external specialists and by using the criteria above. This decision will be followed up in writing and any deposit that has been paid will be refunded.

If the child starts at School and is later found to have special educational needs that require 1:1 support, the above criteria will also be followed and a discussion will take place with parents. It may be decided that:

- Parents will be required to make a reasonable contribution towards the cost of providing 1:1 support for their child.
- The School is no longer the best setting for the child and an alternative setting is required.

Please refer to the Special Educational Needs and Disability Policy for more information.

8. Bursaries

Finton House's bursary programme is to promote public benefit in providing the opportunities and advantages of independent education to all children. The School offers bursaries to entrants in Year 3 and Year 4. The Bursary registration and financial form can be obtained from the Registrar. Bursaries are means-tested in accordance with the criteria published in the Sally Walker Bursary Policy, which is on the School's website and can be obtained from the Registrar.

Both parents are required to provide proof of their income and assets. The level of support varies according to parental need; but can extend to full fee remission. Before the offer of a bursary is confirmed, a member of staff may visit the family at their home.

A bursary may be withdrawn in accordance with the terms upon which such award is made or otherwise in accordance with the School's Terms and Conditions.

9. School Terms & Conditions

The School's Terms and Conditions (Parent Contract) are on the School's website and will be made available to Parents as part of the admissions process.

10. Data Protection

Applicants' details will be held on file with due regard to data protection legislation and the School's Privacy Notice and Records Retention Policy, which is available on the School's website. The School will not hold the personal data of you or your child for longer than is necessary for a lawful purpose. This will generally be no more than 6 months following an unsuccessful application, but reasons to retain for longer might include: if the parents express an interest in the candidate re-applying for any reason at a later date, or in the potential candidacy of another sibling; or to deal with any ongoing matters or queries arising from the application.